

**FEE—\$349 per day**

Early/Online Discount - \$319

[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)

**Tuesday  
Aug. 6, 2013**

2013 SEMINAR LOCATION

**HILTON MEMPHIS**

939 RIDGE LAKE ROAD

MEMPHIS, TN 38120

(901) 684-6664

[www.memphis.hilton.com](http://www.memphis.hilton.com)

**ENHANCE YOUR EEO KNOWLEDGE** at the **2013 EEOC Memphis Training Institute Seminar**. This informative seminar, **sponsored by the Memphis District Office**, will be held at the Hilton Memphis. Register early as space is limited. Once the seminar is full, no further registrations will be accepted.



# EEOC Memphis Seminar

**U.S. Equal Employment Opportunity Commission**

We are going "GREEN" this year. Materials will be available on line prior to the seminar and via Wi-Fi the day of seminar. Provide your email address to receive link or bring your devices.

**HOTEL ROOM RATES & INFO**

Special conference rate of  
**\$93.00** per night plus tax.

Group code: EE0804

1-901-684-6664 or online at

[www.memphis.hilton.com](http://www.memphis.hilton.com)

**TRAINING YOU CAN'T AFFORD TO MISS!**

Join EEOC for the best in EEO training from the experts who enforce the law.

Questions about the seminar?

**Debra Moser-Finney**

**Outreach and Education Manager**

(501) 324-6372

(501) 324-5991 FAX

[debra.moser-finney@eeoc.gov](mailto:debra.moser-finney@eeoc.gov)



**EEOC**  
**Training Institute**  
*...Learn from the Experts*

Tuesday, August 6, 2013

# EEOC Memphis Seminar

[www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov)

## Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

The benefits of attending this highly rated seminar extend beyond your attendance. You will be able to download, or access via Wi-Fi, the participant materials. You will also receive an 8-volume CD-ROM EEO library to use as reference materials after you leave.

## Who Should Attend?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff [seminar approved for EEO Investigator Refresher credit]

## Training Institute Policies - Training Event 13TMEM02

**PAYMENT — \$349** Fee includes seminar, lunch and refreshments at breaks, and an eight-volume EEO library on CD. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

### GET A DISCOUNT PRICE of \$319 by:

1) registering on-line with a credit card or electronic check payment, or 2) registering early. Check or credit card payment information **must** be received 30 days before the seminar and credit card registrations received after July 6, 2013 will be charged \$349. **NOTE:** All credit card charges will be listed as EEOC Training Institute on your statement.

**PAYING BY GOVERNMENT PURCHASE ORDER** *Please note: This type of payment is not eligible for the Early Bird discount.*

**State and Local Government Registrants:** In order to be confirmed: submit a copy of the purchase order, purchase order number, billing name, address and instructions, and agency tax ID number. For all POs, please provide the name, phone number and email of a contact person for questions regarding purchase order and payment. "Purchase order number" could also be a requisition or document number, as appropriate.

**Federal Government Registrants:** We only accept federal purchase orders over \$2,500. Please contact our customer service staff at 866.446.0940 or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for more information.

**REGISTRATION —** Register at [www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov). Credit card and electronic bank check registrations will receive immediate confirmation. *EEOC Tax ID Number: 52-0812909*

You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, REGISTRATION PROCESSING, 6501 RED HOOK PLAZA, SUITE 201, ST. THOMAS, VIRGIN ISLANDS 00802** OR **FAX** your registration with payment to 703.787.8090.

**QUESTIONS ABOUT REGISTRATION?** 1.866.446.0940; TTY# 1.800.828.1120; [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

**CONFIRMATION —** Registrants will receive written email or fax confirmation upon receipt of a complete registration application and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. Confirmation email should be brought to the event.

### CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than 7 business days prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

**REASONABLE ACCOMMODATION REQUESTS —** If you need an accommodation, please note it on the registration form and we will contact you.

# MEMPHIS EEOC SEMINAR Tuesday, August 6, 2013

## AGENDA



### Schedule

- Registration: 7:15 am
- Start: 8:15 am
- Lunch provided
- End: 4:00 pm

### LET EEOC BE YOUR TRAINER

Experienced EEOC staff will come to your worksite and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact: [Debra Moser-Finney](#)  
501-324-6372  
[debra.moser-finney@eeoc.gov](mailto:debra.moser-finney@eeoc.gov)

7:15 AM	<b>Registration and Continental Breakfast</b>
8:15 AM	<b>Welcome &amp; Opening Remarks</b> —Katharine W. Kores - District Director, EEOC Memphis District
8:30 AM	<b>Keynote: Martin Luther King's Last Day In Memphis</b> John Schmelzer - Acting Director, EEOC Field Coordination Programs, Washington D. C.
9:15 AM	<b>Legal Update: Recent Court Decisions and Their Impact</b> Faye Williams - Regional Attorney, EEOC Memphis Office
10:15 AM	<b>Morning Break</b>
10:30 AM-11:45 AM	<b>CONCURRENT WORKSHOPS</b>  <b>Workshop 1: 50 Years of the Equal Pay Act: A Panel Discussion</b> Katharine W. Kores - District Director, Memphis EEOC Maurice Wexler - Shareholder, Baker Donelson, Memphis Dan Norwood - Attorney, Norwood and Atchley Law Firm, Memphis  <b>Workshop 2: Is That Reasonable? Accommodation and the ADAAA</b> Rodney Klein - Outreach & Education Manager, Dallas EEOC  <b>Workshop 3: Social Media for HR</b> Louis Britt - Attorney, Harrison & Ford, Memphis
12:00 PM	<b>Conference Luncheon</b>
1:00 PM	<b>CONCURRENT WORKSHOPS</b>  <b>Workshop 4: Always Following Your Policy May Not Be Your Best Policy</b> Kenneth Anderson - Trial Attorney, Memphis EEOC  <b>Workshop 5: Workplace Harassment &amp; Retaliation: Where Did They Go Wrong?</b> Shirley Richardson - Deputy Director, Memphis EEOC  <b>Workshop 6: News You Can Use From NLRB, TNOSHA, &amp; OFCCP</b> Debra Finney (Moderator) - Outreach & Education Manager, Memphis EEOC Christopher Roy - Officer in Charge, Memphis NLRB Steve Hawkins - Administrator, TN OSHA, Nashville Jacqueline Singh - Assistant District Director, Memphis OFCCP
2:15 PM	<b>Afternoon Break</b>
2:30 PM	<b>CONCURRENT WORKSHOPS</b>  <b>Workshop 7: ASK EEOC</b> EEOC Memphis District Enforcement and Legal Management Staff  <b>Workshop 8: Tricky HR Situations</b> Kelley Thomas - Trial Attorney, Memphis EEOC David Jacqua - Attorney, Butler Snow Law Firm, Memphis William B. Ryan - Attorney, Donati Law, PLLC, Memphis  <b>Workshop 9: Delving Into the Past: Background Investigations</b> Joseph Crout - Supervisory Trial Attorney, Memphis EEOC
4:00 PM	<b>Distribution of CDs, Certificates and Completion of Evaluations</b>

**Credits:** Recertification credits from HRCI are available. The seminar also meets the yearly refresher training requirement for federal agency EEO investigators. CLE credit sought from Arkansas and Tennessee.

# EEOC Memphis Seminar August 6, 2013 (Event Code 13TMEM02)

Please print and use a separate form for each attendee.

## 3 ways to register

- **ON-LINE - GET DISCOUNT PRICE**

[www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov)  
(payment by credit card and online check only)

- **MAIL**

EEOC TRAINING INSTITUTE  
REGISTRATION PROCESSING  
6501 RED HOOK PLAZA, SUITE 201  
ST. THOMAS, VIRGIN ISLANDS 00802

- **FAX to 703.787.8090**



### Directions to SEMINAR LOCATION - Hilton East

From I-240 either East or West, take the Germantown/Poplar exit 15A East (Highway 72). Once on Poplar Ave, prepare for a left hand turn. Turn left at first traffic light onto Ridgeway Loop Road. Stay in the left hand lane until you turn left at second traffic light onto Ridge Lake Blvd. The hotel will be straight ahead on the left hand side.

By registering for a Training Institute event, you agree to all applicable Institute policies.

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_ Suborg \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
E-Mail \_\_\_\_\_

Business Telephone ( ) \_\_\_\_\_ ( ☐ if TTY, please check)

Fax No. ( ) \_\_\_\_\_ Company/Agency Tax ID Number \_\_\_\_\_

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? ☐ Yes ☐ No Describe accommodation requested or special diet needed.

**AMOUNT OF PAYMENT:** \$349 Discount price of \$319 available for online registrations up until the day before the seminar and for mailed checks or mailed/faxed credit card payment registrations received 30 days before the event. Faxed/mailed credit card registrations received after July 6, 2013 will be charged \$349.

**Credit Card** ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover  
Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Card Security Code \_\_\_\_\_

Cardholder Email address \_\_\_\_\_

Cardholder mailing address \_\_\_\_\_

☐ **Check Payable to EEOC Training Institute**

☐ **State/Local Government Purchase Order (Attached) PO #** \_\_\_\_\_

State and Local PO will be paid by ☐ Check ☐ Credit Card (provide information above)

Billing Organization Name & Address \_\_\_\_\_

Name/Phone #/Email of Billing Contact \_\_\_\_\_

We only accept federal purchase orders for over \$2,500. Please call us at 866.446.0940 or send an email to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) for special registration form and procedures.

**Have you attended** an EEOC sponsored seminar, course or conference in the last 5 years? ☐ Yes ☐ No

**Are you a contractor doing do federal EEO investigations/mediations?** ☐ Yes ☐ No

**# Employees at Your Facility:**

- ☐ Under 50  
☐ 50-99  
☐ 100-249  
☐ 250-499  
☐ 500-999  
☐ 1,000+

**Your Organization's Business Type:**

- ☐ Federal Gov't  
☐ State/Local Gov't  
☐ Private

**Your Position Category:**

- ☐ Attorney ☐ EEO Director, Manager, Supervisor  
☐ EEO Professional (Investigator, Counselor, Specialist)  
☐ HR Director, Manager, Supervisor ☐ HR Staff  
☐ Mediator, ADR ☐ Other Manager, Supervisor  
☐ President, CEO, Owner ☐ Union Representative  
☐ Other \_\_\_\_\_

**How did you learn about our seminar?**

- ☐ Brochure in mail ☐ Email ☐ Colleague  
☐ Website/Internet ☐ Newspaper/Radio Ad  
☐ Professional Organization ☐ SHRM ☐ EEOC event  
☐ Other \_\_\_\_\_